



DIRECTOR OF RECREATION
CITY OF DANBURY
SALARY: \$59,740/year

The Director of Recreation is responsible for the development, administration, supervision, improvement and expansion of organized recreational programs. Organizes and directs summer, winter and special recreational programs. Develops social and cultural activities, public relations and media developments. Evaluates the effectiveness of recreational facilities and services; directs and administers departmental activities. Requirements: Graduation from college or university with a Bachelor's Degree in Recreation or closely related field and one (1) year of Professional Recreation experience; including supervisory experience, or in lieu of a Bachelor's Degree may have an Associates Degree with three (3) years of experience, including supervisory experience. Diploma or transcripts must be submitted with application. Resumes will only be used in conjunction with our official application form. Complete job description and application are available in the Personnel/Civil Service Department 155 Deer Hill Avenue, Danbury, CT, 06810 and on www.danbury-ct.gov. A fee of \$25.00* will be charged for each application. The required fee must be paid upon submission of the application. Last day for filing application: October 2, 2006 NO LATER THAN 4:30 P.M. EEO/M-F

**Application fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or the on the copy of your W-2 Statement of Earnings.*

DIRECTOR OF RECREATION

City of Danbury

GENERAL STATEMENT OF DUTIES:

The Director of Recreation is responsible for the development, administration, supervision, improvement and expansion of organized recreational programs based on the needs of the users. Organizes and directs summer, winter and special recreational programs. Develops social and cultural activities; public relations and media developments. Evaluate the effectiveness of recreational facilities and services and directs and administers departmental activities. Performs related work as required.

DUTIES AND RESPONSIBILITIES:

Plans, develops, and supervises the City of Danbury's Recreations Programs including playgrounds, swimming facilities and City-Wide recreational events. Plans, establishes, and directs such additional programs as may be needed. Assigns and supervises recreational activities and staff. Plans and conducts training courses for recreation staff and volunteers. Develops plans and prepares publicity and recreation programs. Directs and supervises the use of public recreational facilities and athletic fields. Prepares and administers department budget and control program revenues from participants and recommends utilization and fee schedule for activities. Recommends staffing requirements. Evaluates need for new or replacement equipment for playgrounds and other recreational facilities. Plans, promotes and provides technical assistance to interested groups and individuals on recreations matters. Prepares various reports of activities. Recommends hiring of Personnel subject to approval of Mayor, and supervision of same, including supervisors, officials, maintenance and summer personnel. Drafts and recommends policy and programs modifications and improvement and/or discontinuation of existing programs. Respond to public queries and complaints on recreation subjects.

KNOWLEDGE, ABILITIES AND SKILLS:

Thorough knowledge of principles of public administration as applied to the field of recreation; thorough knowledge of modern recreational organizational policies, objectives, services and equipment. Ability to organize, administer and supervise recreation programs. Ability to deal effectively with the public and promote recreational activities; computer skills. Thorough ability in oral and written communication.

EXPERIENCE AND TRAINING:

Graduation from College or University with a Bachelor's Degree in Recreation or closely related field and one (1) year of Professional Recreation experience; including supervisory experience, or in lieu of a Bachelor's Degree may have an Associates Degree with three (3) years of experience, including supervisory experience.

DIRECTOR OF RECREATION
City of Danbury

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Mayor.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk and listen for prolonged periods of time. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus.



Civil Service Commission Application for Employment

Please read important instructions before you fill out this form.

1. All items must be filled in. If you answer any questions with a Yes, you must provide an explanation.
2. War Veteran's Preference: If you claim War Veteran's Preference, you must submit a copy of your Discharge Form (DD-214) by the closing date for filing applications. If this information is not received before the closing date, your claim for Veteran's Preference cannot be allowed. If you claim Disabled Veteran's Preference, you must submit a letter certifying your disability from the Veteran's Administration by the closing date.
3. Education Information: All schools and courses attended must be detailed, including dates of attendance. **Copies of diplomas, certificates received or transcripts of grades are required with the application.**
4. Work Experience: All employment must be detailed especially Dates of Employment and Reasons for Leaving. Any experience relevant to the position you are applying for must be detailed. This includes service on commission organizations, volunteer work, etc., even if this was not employment for pay.
5. Resumes: All resumes will be used in conjunction with this application form.
6. A fee of \$25.00 will be charged for each application. The required fee, either a certified bank check or money order, must be submitted with complete application. Applications sent by mail must be accompanied by a certified bank check or money order payable to the City of Danbury Civil Service. Write the position you are applying for on your certified bank check or money order. Do not send cash or a personal check. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only if you are clearly qualified.
7. Application Fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.

If you have left out any relevant experience, or if the information requested is incomplete or unclear, this may result in rejection from consideration for the position applied for.

Have you enclosed all forms?

Have you signed your application?

Did you include your application fee?

Please make sure all information is complete.



CITY OF DANBURY
Civil Service Commission
155 Deer Hill Avenue
Danbury, CT 06810

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Do not write in this space:	APPR	DIS	REV BY	REASON FOR DISAPPROVAL 1. Lack of exp. 3. Late 2. Length of exp. 4. Lack spec. exp. 5. Length spec. exp. 6. Other (specify)	EXAM NO.
-----------------------------	------	-----	--------	---	----------

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE NUMBER(S): _____ ARE YOU A U.S. CITIZEN? _____

POSITION DESIRED: _____

ARE YOU A CURRENT CITY OF DANBURY EMPLOYEE? _____

IF YES, POSITION AND CITY DEPT.: _____

HAVE YOU FILED AN APPLICATION FOR OTHER CITY OF DANBURY EXAMINATIONS? If yes, list positions previously applied for below.

HAVE YOU EVER BEEN CONVICTED OF ANY LAW VIOLATION INCLUDING MILITARY OFFENSES? Failure to answer may result in disqualification.

HAVE YOU EVER BEEN INVOLUNTARILY SEPARATED FROM EMPLOYMENT, EXCEPT FOR LAYOFF DUE TO LACK OF WORK?

DO YOU CLAIM WAR VETERANS' PREFERENCE? (5 points – The veteran must have been honorably separated from military service.)*

DO YOU CLAIM DISABLED VETERANS' PREFERENCE? (10 points)**

**NOTE: PROOF OF RIGHT TO VETERANS' PREFERENCE POINTS (DD-214) SHOULD BE SUBMITTED AT THE TIME OF FILING APPLICATION. ANY VETERAN WHO SERVED IN THE ARMED FORCES OF THE UNITED STATES (i.e., UNITED STATES ARMY, NAVY, MARINE CORPS, COAST GUARD AND AIR FORCE) DURING TIME OF WAR AND WAS HONORABLY DISCHARGED FROM, OR RELEASED UNDER HONORABLE CONDITIONS FROM ACTIVE SERVICE MAY BE ELIGIBLE FOR VETERANS' CREDIT. TIME OF WAR PERIODS INCLUDE: 12/07/41 TO 12/31/47; 06/27/50 TO 01/31/55; 07/01/58 TO 11/01/58; 02/28/61 TO 07/01/75; 09/29/82 TO 03/30/84; 10/25/83 TO 12/15/83; 02/01/87 TO 07/23/87; 12/20/89 TO 01/31/90; AND 08/02/90 TO THE PRESENT. POINTS DO NOT APPLY TO PROMOTIONAL EXAMS.*

***POINTS ARE AWARDED ONLY TO A PASSING EARNED SCORE AND ONLY FOR "ORIGINAL APPOINTMENT."*

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED	SUBJECT STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, CORRESPONDENCE SCHOOL				

U.S. MILITARY OR NAVAL SERVICE		RANK		
PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES				

FORMER EMPLOYERS (LIST BELOW LAST 3 EMPLOYERS STARTING WITH LAST ONE FIRST)

Length of Employment: From: _____ To: _____ Salary: _____

Position Held: _____ Company Name & Address: _____

Name & Title of Supervisor: _____ Type of Business: _____

Duties:

Reason for Leaving: _____

Length of Employment: From: _____ To: _____ Salary: _____

Position Held: _____ Company Name & Address: _____

Name & Title of Supervisor: _____ Type of Business: _____

Duties:

Reason for Leaving: _____

Length of Employment: From: _____ To: _____ Salary: _____

Position Held: _____ Company Name & Address: _____

Name & Title of Supervisor: _____ Type of Business: _____

Duties:

Reason for Leaving: _____

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misrepresentation or omission of facts requested in this application, it is cause for dismissal or disqualification and to such other positions as may be prescribed by law or Civil Service Regulations.

SIGNATURE OF APPLICANT: _____

DATE: _____



CITY OF DANBURY
CIVIL SERVICE COMMISSION
COMPLIANCE INFORMATION

The following information is required for compliance with government selection requirements and for EEO reports. Effects on Nondisclosure: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

1. Your Name: _____
2. Job Applied For: _____
3. Sex: Male _____ Female _____

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes _____ No _____

RACE SELF-IDENTIFICATION

Please read the descriptions below. Mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ Black or African-American – A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ☐ White – A person having origins in any of the original peoples of Europe, the Middle East or North America.